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14

23 December 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

25X1A

FROM: [REDACTED]
Acting Director of PersonnelSUBJECT: Office of Personnel Report --
Week Ending 23 December 1977

1. (U/AIUO) Hire the Handicapped: In early December, a 24 year old blind woman walked into the Washington Area Recruitment Office to apply for a position. She graduated from Harvard magna cum laude with a Bachelor's in Latin American History and from Stanford with a Master's in Latin American Studies. She claims a fluent proficiency in Spanish and intermediate in Portuguese. In addition to her impressive educational achievements, she spent her summers doing research in Latin America and is rapidly gaining speed on the Optacon, a device that allows the blind to scan the printed word transmitting its contents via electronic impulses to the user. Her application was forwarded to the Career Training Staff for review. We have been advised that they, too, are impressed enough to interview her to see if she can be accommodated in the program.

2. (U/AIUO) Retirement Activity: These figures depict total retirement activity for the period 10 August through 31 December 1977. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for options of discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 256 persons to go by 31 December, 82 are going under "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	54 (24)	60 (17)	114 (41)
Signed to go	56 (25)	83 (14)	139 (39)
Not signed but appear definite	2 (2)	1 (0)	3 (2)
	<u>112 (51)</u>	<u>144 (31)</u>	<u>256 (82)</u>

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3. (U/AIUO) Reaffirmation of Retirement System Status:
The following shows the status of the one-time reaffirmation memoranda for participants in CIARDS:

- Memoranda sent	[REDACTED] (completed)	25X9
- Returned	[REDACTED]	25X9
- Elected to return to CSRS	5	

25X1A 4. (C) Female Military Police: A female member of the Military Police has been cleared for duty with the guard force in [REDACTED]. She will occupy a "Detailed for Duty With" position and replace a male NCO who departed in May 1977. Report date has not been established. She will be the first female MP assigned to [REDACTED] as a guard.

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* 6. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 45.

7. (U) Recruitment: Yale University has now opened a Placement Office at 1100 17th Street, N.W. in Washington, D.C. to enable Yale students to job hunt more effectively for short term and permanent employment. Ms. Priscilla Elfey, Placement Officer, recently contacted recruitment officials to obtain data on internships and entry level positions with CIA.

8. (U) Comparability Study: Contacted DIA, NASA and the Social Security Administration for data on their Systems Programmer positions.

9. (U/AIUO) Health Insurance Open Season: During the Open Season which ended 9 December 1977, Insurance Branch received 513 actions for new enrollment or changes in enrollment in the Federal Employees Benefits Program. The Agency's Association Benefit Plan experienced a net increase of 190 enrollees. Blue Cross lost 100 enrollees and Aetna lost 24.

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10. (U) Tax Forms: Federal tax forms for 1977 have been ordered from IRS. Tax forms for local jurisdictions are also being obtained. Availability of tax forms will be published in an employee bulletin.

11. (U/AIUO) Exit Processing: To date, 124 retiring employees have been scheduled for exit processing on 30 December. To facilitate their processing, arrangements have been made to use Room 1A07 and representatives from Central Cover Staff, Finance, Insurance and Retirement will be present.

12. (S) Rehired Annuitants: See attached report.

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Distribution:

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25X1A EA-D/Pers/ rj (23 Dec 77)

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22 December 1977

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (19-23 December 1977) (U/AIUO)

1. (S) The following rehired civilian annuitant case was processed as a new hire:

25X1A DDA [REDACTED] - Independent Contractor, Office of Security.

2. (S) The following rehired civilian annuitant cases were approved for extension by the Acting Director of Personnel:

25X1A DDA [REDACTED] - Independent Contractor, Office of Security, one-year extension.
DDO [REDACTED] - Independent Contractor, Domestic Collection Division, one-year extension.
[REDACTED] - Independent Contractor, Domestic Collection Division, one-year extension.

3. (S) The following rehired civilian annuitant cases were approved for extension by the Acting Deputy Director for Administration:

25X1A NFAC [REDACTED] - Independent Contractor, OSI, one-year extension.
DDO [REDACTED] - Independent Contractor, SE Division, one-year extension.
DDA [REDACTED] - Independent Contractor, Office of Security, six-month extension.

4. (S) The following rehired civilian annuitant cases were terminated:

25X1A DDA [REDACTED] - Independent Contractor, Office of Security, terminated 5 December 1977.
DDO [REDACTED] - Contract Employee, SE Division, terminating 3 January 1978.

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